

2015-2016 AmeriCorps Program Directors' Calendar of Deadlines & Events

Calendar Codes:

State Holiday-Serve Indiana Closed

Financial Staff Due Date or Training

National Service or Volunteer Day

New Program/Staff Only Training

All Program Due Date or Training

NSOPW Monitoring

Optional member, supervisors or PD training

July 2015

1-2	Program Director Orientation 2015-16 PY
3	<i>Independence Day Observed- SI closed</i>
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due

August 2015

10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
18	Signatory Authority Due
21	Financial Staff Orientation Conference Call (9:30-11:30AM, EST) <ul style="list-style-type: none"> 9:30-10:15am Reimbursement Grant Fiscal Staff/10:30-11:15 Fixed Grant Fiscal Staff

September 2015

7	<i>Labor Day—SI Closed</i>
10	FINAL 2014-15 Periodic Expense Report Due to SI via OnCorps
11	<i>National Day of Service and Remembrance (http://911dayofservice.org/)</i>
15	(Fixed Grantees Only) Request for Funds due
25	New Program/Staff Conference Call 9:30-10:30am
30	Yearend Progress Report Due via OnCorps (March 31-end of PY)

October 2015

1	NSOPW Review by SI: All NSOPW checks due to SI Program Officer
12	Periodic Expense Report Due to SI via OnCorps

Important Note: Request for Funds to be submitted monthly only AFTER Periodic Expense Report is reviewed AND approved (does not apply to fixed grants).



TBD	New Applicant Application Process Conference Call
12	<i>Columbus Day—SI Closed</i>
15	(Fixed Grantees Only) Request for Funds due
15	Federal Financial Report due to SI via OnCorps (April through October-program year ends in August but often invoices arrive through October)
16	AmeriCorps Opening Ceremony
19	<i>National Conference on Volunteering & Service (Houston TX, www.volunteeringandservice.org)</i>
23	2014-15 Close out Report Due
24	<i>Make A Difference Day (www.makeadifferenceday.com)</i>

November 2015

6	New Program/Staff Conference Call 9:30-10:30am
10	Periodic Expense Report Due to SI via OnCorps
11	<i>Veterans' Day– SI closed</i>
15	(Fixed Grantees Only) Request for Funds due
19	AmeriCorps 101 Webinar for members and supervisors (12:30-1:30 PM)
21	<i>National Family Volunteer Day (www.familyvolunteerday.org)</i>
26-27	<i>Thanksgiving– SI closed</i>

December 2015

4	Executive Director/Program Director Meeting (in person)
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
24	<i>Washington's Birthday– SI closed</i>
25	<i>Christmas Day– SI closed</i>

January 2016

1	<i>New Year's Day—SI closed</i>
8	New Program/Staff Conference Call 9:30-10:30am
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
18	<i>Martin Luther King, Jr. Day—SI closed/Dr. Martin Luther King, Jr. National Day of Service (http://mlkday.gov/)</i>



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February 2016

5	All Program Conference Call (9:30-10:30)
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
	NSOPW Review SI
26	Deadline for performance measures to be added to OnCorps

March 2016

4	New Program/Staff Conference Call (9:30-10:30)
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
25	<i>Good Friday—SI Closed</i>
31	Semi-Annual <u>Progress Report</u> Due (beginning of PY- March 31)

April 2016

1	New Program/Staff Conference Call 9:30-10:30am
10	Periodic Expense Report due to SI via OnCorps
10-16	<i>National Volunteer Week (http://www.pointsoflight.org/signature-events/national-volunteer-week)</i>
14	Federal Financial Report due to SI via OnCorps (August – March 31)
15	(Fixed Grantees Only) Request for Funds due
15-17	<i>Global Youth Service Day (http://gysd.org/)</i>
22	<i>Earth Day (www.earthday.org)</i>
TBD	Program Director all day training

May 2016

6	All Program Conference Call (9:30-10:30am)
11	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
30	<i>Memorial Day- SI closed</i>

June 2016

10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due
TBD	Fiscal and Training Needs Assessments Due (survey link will be provided)

Important Note: Request for Funds to be submitted monthly only AFTER Periodic Expense Report is reviewed AND approved (does not apply to fixed grants).



July 2016

TBD	Program Director Orientation 2015-16 PY
4	<i>Independence Day Observed- SI closed</i>
10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due

August 2016

10	Periodic Expense Report due to SI via OnCorps
15	(Fixed Grantees Only) Request for Funds due

September 2016

5	<i>Labor Day—SI Closed</i>
TBD	New Program/Staff Conference Call 9:30-10:30am
10	FINAL 2015-16 Periodic Expense Report Due to SI via OnCorps
11	<i>National Day of Service and Remembrance (http://911dayofservice.org/)</i>
15	(Fixed Grantees Only) Request for Funds due
30	Year end Progress Report Due via OnCorps (March 31-end of PY)

October 2016

10	Periodic Expense Report Due to SI via OnCorps
10	<i>Columbus Day—SI Closed</i>
15	(Fixed Grantees Only) Request for Funds due
19	Federal Financial Report due to SI via OnCorps (April through October-program year ends in August but often invoices arrive through October)
24	<i>Make A Difference Day (www.makeadifferenceday.com)</i>



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